

Team Charter

Initiative: Financial Partners Electronic Certification (Pilot)

Team Lead:	Calvin A. Whitaker, Sr.	
Team Members	Core Members	Part time/Advisors
	Barbara McKee	Andy Boots (Security)
	Frank Miller	Kristie Hansen (NCHELP)
	TBD: Channel Member	Bob Butler (NYHESC)
	TBD: Channel Member	

Initiative Mission:

Pilot the use of Electronic signatures for FFEL documents (Promissory Notes) to encourage a paperless environment.

Goals	Key Success Indicators
Process Financial-Aid documents in a paperless Environment.	Reduce paper. Process documents and receives signatures electronically.
Develop and implement new processes and procedures for electronic identification and financial-Aid documents.	Standardization of process and reduce cost.
Provide clear communication to team members and key stakeholders.	Key stakeholders and team members are informed of initiative outcome.
Identify best in business practices and technology.	Reduced turnaround times and improves customer satisfaction rating.

Initiative Milestones/Deliverables	Target Completion Date	Responsible Party
Workplan	May 05, 2000	Calvin Whitaker
Analysis and Design Report	August 22, 2000	Calvin Whitaker

In-Project Scope	Out of Project Scope
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